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1099 REPORTABLE TRANSACTIONS

P-Card transaction data is downloaded from MasterCard every day to the State Controllers Office. Fiscal codes are automatically filled in the P-Card application based upon the MasterCard transaction data. The actual date and time of the latest download from MasterCard is displayed in the P-Card application:

Figure 1 - Date/Time stamp

The screenshot shows a web application interface with a light blue header area containing four radio button options: Admin, Verifier All, Approver All, and View Transmittal. Below this is a dark blue horizontal bar with the text 'Last MasterCard Update: 3/5/2008 7:41:59 AM' in white. A red oval highlights this text. At the bottom right, there is a link: 'Please send any comments to DSAHelpLine@sco.idaho.gov'.

If the MasterCard transaction data records a 1099 reportable transaction in P-Card, the **1099** field will display an “I” in a red field. This indicates that the subobject (**Sub**) is 1099 reportable, but the STARS Vendor Number (**STARS Vend**) and Suffix (**Sfx**) are blank or there is an invalid 1099 **Vendor ID** number.

Figure 2 - Red 1099 indicator

The screenshot shows a table of transactions. The table has columns: Split, Ve, Pe, TranDate, Amount, Vendor, VendorID, Sfx, PCA*, INDEX, BFY, Sub*, Dtl, 1099, STARS Vend*, Sfx, CI, Grant*, and Pl. The first row shows a transaction on 11/1/2007 for 140.00 from HOLIDAY INNS EXPRESS LEVI, with VendorID 820525830, PCA* 34831, INDEX 2008, BFY 5396, and Sub* 5110. The 1099 field contains a red 'I'. The second row shows a transaction on 11/20/2007 for 11.03 from KOOTENAI RIVER REST BONNE, with VendorID 820254773, PCA* 34831, INDEX 2008, BFY 5110, and Sub* 5110. The 1099 field contains a red 'I'. Below the table are buttons: Undo Changes, Save Changes, Create Trans & Atch, and Submit & Print.

Split	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	PCA*	INDEX	BFY	Sub*	Dtl	1099	STARS Vend*	Sfx	CI	Grant*	Pl
			11/1/2007	140.00	HOLIDAY INNS EXPRESS LEVI	820525830		34831		2008	5396							
			11/20/2007	11.03	KOOTENAI RIVER REST BONNE	820254773		34831		2008	5110		I					

The STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are required for 1099 MISC reportable transactions. Make the necessary changes in the P-Card application.

If the transaction is 1099 reportable and the STARS vendor number and suffix are left blank, the MasterCard Vendor ID will be uploaded to STARS, but with no suffix. The STARS transaction will error because a suffix is required.

If the transaction is *not* 1099 reportable and the STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are left blank, the P-Card Generic Vendor is added to the transaction. To avoid having the generic vendor upload to STARS, enter the correct STARS vendor number (**STARS Vend**) and suffix (**Sfx**) in P-Card.